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18 AUG 1958

MEMORANDUM FOR: Chief, Cable Secretariat

SUBJECT: Distribution of [ ] Reports.

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1. The distribution of copies of [ ] reports is presently handled partly by your office and partly by the Document Division. The part handled by this Division however is mostly determined by standard distribution requirements and the recipients indicated by the originators at the bottom of the reports.

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2. In the interest of saving time and double handling, it is requested that your office accomplish the standard distribution and the distribution to the addressees indicated at the bottom of each report which is presently being done by this Division. We will continue to read copies of the reports for other interests according to our dissemination requirements and distribute copies as appropriate.

3. The standard distribution presently handled by Document Division is as follows:

ORR	8 copies
ONE	1 copy
OO [ ]	1 copy
OO [ ]	1 copy
OTR	1 copy [ ]
USIA	3 copies [ ]

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4. If the transfer of the distribution responsibility as outlined above is agreeable to you, it is requested the number of copies regularly forwarded to this office be decreased from 25 to 5.

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5. This matter has been discussed with [ ]

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[ ]  
Chief, Document Division

25 YEAR RE-REVIEW

*Memo to e/ADM  
Recommended  
we accept  
resp. 18 Aug  
24 Notes  
OFFICIAL USE ONLY*